

## LIST OF CHANGES TO DHR RULES – 8/18/08

All references to “department” throughout the rules have been changed to “agency” in order to provide uniformity. (Previous temporary rules from 2006 remain in these temporary rules and are indicated by the color blue. Any significant new changes made to the rules are indicated by the color Violet.)

004. ADDRESS AND PHONE NUMBERS: **Updated** telephone number, removed TDD number, and added e-mail address.

010. DEFINITIONS: Divided definitions into four alphabetical groups and renumbered. Rule 010 = A-E, Rule 011 = F-J, Rule 012 = K-O, Rule 013 = P-T, and rule 014 = U-Z.

THE FOLLOWING DEFINITIONS WERE **REMOVED** FROM THE RULES. (Some because they were redundant and others because they have been relocated and incorporated into existing rules)

Appointment, Original or Initial  
Classification Specification  
Classification Schedule  
Demotion  
Department Classification  
Earned Administrative Leave (EAL)  
Employee  
Factoring  
Hours Worked  
Interested Person  
Intoxication  
Layoff Unit (Organizational Unit)  
Leave of Absence with Pay  
Leave of Absence without Pay  
New Classification  
Overtime  
Position, classified  
Promotion, In-Grade  
Rating/Job Point Factoring  
Reasonable Accommodation  
Reclassification of a Position  
Reclassification of an Employee  
Recruitment  
Reinstatement  
Status  
Veteran

**010.01.** Administrator – **Updated** the definition to include “delegate”.

- 010.02. Agency Classification – **Added** this definition to the rules.
- 010.06. Appointing Authority – **Removed** “Appointing Authority means”.
- 010.14. **Appointment, Temporary** – **Changed** “not permanent-in-nature” to “of a limited duration”, **removed** “Such”, **added** “Temporary”, **removed** “also”.
- 010.15. **Base Pay** – **Added** this definition to the rules.
- 010.18. Commission – **Added** this definition to the rules
- 010.19. **Compensation Plan** – **Updated** references to Idaho Code
- 010.20. **Compensation Schedule** – **Added** “the Division of Human Resources” and **removed** “established in rule 070.05”.
- 010.21. Consultant – **Removed** “on a fee-basis”.
- 011.03. Hay Method – **Added** this definition to the rules.
- 011.04. Hiring List – **Reworded** for clarification purposes.
- 012.01. **Key Employee** – **Added** this definition to the rules.
- 012.04. **Merit Increase** – **Updated** reference to Idaho Code.
- 012.05. **Merit Increase Matrix** – **Added** this definition to the rules.
- 012.06. **Military Duty** – **Added** this definition to the rules.
- 013.01. **Pay Line Exception** – **Updated** reference to Idaho Code.
- 013.02. **Permanent Employee** – **Added** this definition to the rules.
- 013.03. Resignation – **Removed** reference to Rule 244.
- 014.02. **USERRA** – **Added** this definition to the rules.
020. VETERANS PREFERENCE –**Updated** entire rule **to reflect the federal changes made in 2006**.
050. CONSULTANTS AND PERSONS EMPLOYED UNDER INDEPENDENT CONTRACT – **Removed** “who are paid on a fee basis”, **added** “technical”, **added** “No positions in the state classified service shall be filled by a consultant or independent contractor”.

**050.01.** CONSULTANTS AND PERSONS EMPLOYED UNDER INDEPENDENT CONTRACT / No Fee Basis – **Removed** this part of the rule.

**070.01.** COMPENSATION OF EMPLOYEES / Assignment to Pay Grade – **Added** this rule. (Rule was added in 2006 as a temporary rule.)

**070.02.** COMPENSATION OF EMPLOYEES / The Hay System – **Changed** “The Hay System” to “Factoring”, **removed** “of point Factoring”.

**070.04.** SALARY SCHEDULE / Review and Reconsideration Requests - **Removed** this part of rule.

**070.04. (New)** COMPENSATION OF EMPLOYEES / Relevant Labor Markets - **Removed** “the normal”.

**070.04b.** COMPENSATION OF EMPLOYEES / Relevant Labor Markets – **Added** New Mexico.

**070.05.** COMPENSATION OF EMPLOYEES / Compensation Plan – **Changed** “Plan” to “Schedule”.

**071.** COMPENSATION PLAN REVIEWS – **Changed** “Compensation Plan Reviews” to “Merit Increase Matrix”. **Added** “Salary increases must be based on a merit increase matrix approved by the Division of Human Resources. Shift and geographic premium pay, bonuses, reinstatements, transfers, promotions and recruitment and retention awards are not subject to a matrix.”

**071.01.** COMPENSATION PLAN REVIEWS / Review of Compensation Schedule – **Removed** this part of rule.

**071.02.** COMPENSATION PLAN REVIEWS / Affirmation of Factoring – **Removed** this part of rule.

**072.01** OPERATION OF COMPENSATION PLAN / Authorized Pay Rate – **Removed** “except”, **updated** reference to Idaho Code. (Rule was added in 2006 as a temporary rule.)

**072.04.** OPERATION OF COMPENSATION PLAN / Salary after Reappointment from Layoff – **Reworded** for clarification purposes.

**072.08.** OPERATION OF COMPENSATION PLAN / Salary upon Return from Military Duty – **Updated** Idaho Code reference and **added** “USSERRA”. (Rule was added in 2006 as a temporary rule.)

**073.01e.** CALCULATION OF PAY / Standard Calculation of Pay – **Removed** “with the optional use of earned administrative leave”. (Rule was added in 2006 as a temporary rule.)

**073.02.** CALCULATION OF PAY – Shift Differential – **Removed** (old) 075 and **combined** with (new) 073.02 **updated** Idaho Code and DHR rule references.

**073.03.** CALCULATION OF PAY / Calculation of Pay for Police, Correctional Officers, and Fire Employees – **Removed** “and earned administrative leave shall be calculated based on eighty (80) hours in a biweekly pay period instead of on a weekly basis”.

**073.04.a.** CALCULATION OF PAY / Holiday Pay Calculation – **Reworded** for clarification purposes. ”. (Rule was added in 2006 as a temporary rule.)

**073.04.c.** CALCULATION OF PAY / Holiday Pay Calculation – **Removed** this part of rule “A part-time employee who has a regular work schedule shall be paid for a holiday in the same ratio as eight (8) hours is to a forty (40) hour work week, which for calculation purposes converts to two tenths (.20) x hours normally worked.

**073.04.c. (new)** CALCULATION OF PAY / Holiday Pay Calculation – **Added** new rule to address FMLA concerns. “To avoid inequities with regard to the Family Medical Leave Act (FMLA) during holiday weeks, if an employee is recording all hours for the week as Family Medical “Leave without Pay,” no hours shall be coded on the holiday. Therefore, in both 073.03b and 073.03d, the holiday will not be counted toward the twelve (12) weeks of family medical leave.”

**073.03e.** CALCULATION OF PAY / Holiday Pay Calculation – **Reworded** for clarification purposes and **removed** “may grant administrative leave”. (Rule was added in 2006 as a temporary rule.)

**073.05.** CALCULATION OF PAY / Temporary Merit Increases - **Removed** entire rule. (Removed in 2006 when temp. rules were adopted.)

**073.06.** CALCULATION OF PAY / Department Salary Administration Policies – **Changed** “Department Salary Administration Policies” to “Salary Administration” and **reworded** rule for clarification purposes.

**073.06a-g.** CALCULATION OF PAY / Department Salary Administration Policies – **Removed** a through g completely. (Removed in 2006 when temp. rules were adopted.)

**073.07.** CALCULATION OF PAY / Salaries for Temporary Appointments - **Reworded** for clarification purposes.

**075. (Old)** SHIFT DIFFERENTIAL – **Removed and combined** with Rule 073.02.

**076.** ALTERNATIVE WORK SCHEDULES AND LOCATIONS – **Removed completely.** (Rule was removed in 2006 when temporary rules were adopted.)

**075.01. (New)** BONUSES / Performance Bonuses – **Reworded** for clarification purposes. **Changed** “one thousand dollars (\$1,000)” to “two thousand dollars (\$2,000)”, **added** “In extraordinary circumstances, exceptions to the two thousand dollar (\$2,000) limit may be granted if approved in advance by the State board of Examiner”. (Rule was added in 2006 as a temporary rule and has been updated.)

**075.02a.-b.** BONUSES / State Resource Savings Bonuses – **Changed** from “State Resource Savings Bonuses” to “Employee Suggestion Award”. **Clarified** rule, **updated** verbiage, **removed** “\$1000”, **added** “twenty-five percent (25%)”, **added** “not to exceed two thousand dollars (\$2,000). (Rule was added in 2006 as a temporary rule and has been updated.)

**075.02c.** BONUSES / Employee Suggestion Award – **Added** “Employee suggestion awards may be funded from the expense category (personnel, operating, or capital) from which the savings were realized. (Ref. Section 67-5311(1), Idaho code.)” (Rule was added in 2006 as a temporary rule and has been updated.)

**080.** RECRUITMENT – **Removed** “Commerce and”.

**083.** MOVING EXPENSES REIMBURSEMENT – **Added** this rule. (Rule was added in 2006 as a temporary rule and has been updated to read:

01. Reimbursement Limitations. The appointing authority may reimburse moving expenses for current or newly hired state employees in an amount less than or equal to ten percent (10%) of the employee’s base salary or fifteen thousand dollars (\$15,000) whichever is less. Moving expense reimbursements must comply with the State Board of Examiners’ State Moving Policy and Procedures which are in effect at the time the move takes place.

02. Exceptions to Reimbursement Limitations. Exceptions to the expense reimbursement limits set forth in this rule may be granted if approved in advance by the appointing authority.

**084.01.** ANNOUNCEMENT OF RECRUITMENT / Distribution of Announcements – **Removed** “Commerce and”.

**086.01.** APPLICATIONS / Form – **Changed** “prescribed” to “approved”.

**086.03.** APPLICATIONS / Application by Military Personnel – **Added** “service-connected”, **removed** “The applicant must be a resident of Idaho when application is made.”, and **updated** reference to Idaho Code. (Rule was originally changed in 2006 and added as a temporary rule.)

**086.04.** APPLICATIONS / Application by Disabled Veterans – **Added** “up until a selection” and “as a source for future job openings”, **changed** “he or she” to “the

veteran” and “classification” to “competitive position”, **removed** “or higher” and “applicant must be a resident of Idaho when application is made”, and **updated** reference to Idaho Code. (Rule was originally changed in 2006 and added as a temporary rule.)

**092.02.** PREPARATION OF EXAMINATIONS / Job Analysis and Confidentiality – **Removed** “staff”.

**092.03.** PREPARATION OF EXAMINATIONS / Subject-Matter Experts – **Removed** “staff” and **replaced** “their” with “its”.

**093.02.** CONDUCT AND RATING OF EXAMINATIONS INCLUDING VETERANS’ PREFERENCE POINTS / Scoring of Examinations – **Removed** “staff”.

**093.03a.** CONDUCT AND RATING OF EXAMINATIONS INCLUDING VETERANS’ PREFERENCE POINTS / Veterans Preference – **Updated** rule to reflect changes in code and **updated** reference to Idaho Code. (Rule was originally changed in 2006 and added as a temporary rule.)

**093.03b.** CONDUCT AND RATING OF EXAMINATIONS INCLUDING VETERANS’ PREFERENCE POINTS / War Veterans – **Removed** “War”, removed “added to the raw score in order”, and **added** “used”. (Rule was added in 2006 as a temporary rule and has been updated.)

**100.** ELIGIBILITY REGISTERS – **Removed** “staff”.

**102.02.** PLACEMENT ON REGISTER / Veterans’ Preference – **Changed** reference to Idaho Code. (Rule was originally changed in 2006 and added as a temporary rule.)

**102.03.** PLACEMENT ON REGISTER / Disabled Veterans’ Preference - **Updated** rule to reflect changes in code and **updated** reference to Idaho Code. (Rule was originally changed in 2006 and added as a temporary rule.)

**102.04.** PLACEMENT ON REGISTER / Veterans’ Preference Points for Initial Appointment Only - Updated to reflect changes in code. Updated reference to Idaho Code. (Rule was originally changed in 2006 and added as a temporary rule.) **Reworded** 2006 changes for clarification purposes.

**111.02.** ADEQUATE REGISTERS / Provisional Appointment – **Updated** reference to Rule.

**119.01.** APPOINTMENTS, REINSTATEMENTS, TRANSFERS, AND RESIGNATIONS / Form – **Removed this part** of rule.

**119.04a.** APPOINTMENTS, REINSTATEMENTS, TRANSFERS, AND RESIGNATIONS / Provisional Appointment – **Added** “(Ref. Section 67-5309(k), Idaho Code).

**120.02.** LIMITED SERVICE APPOINTMENTS / Permanent Status and Expedited Layoff – **Updated** reference to Rule.

**124.05.** REINSTATEMENTS / Return from Military Duty - **Updated** rule to reflect changes in Idaho code and **updated** references to Idaho Code. (Rule was originally changed in 2006 and added as a temporary rule.)

**125.03.** TRANSFERS / Probationary Period – **Changed** “intradepartmental” to “intraagency”

**125.08.** TRANSFERS / Involuntary Transfer – **Removed** (Ref. Rules 010.39 and 201.01.a.).

**126.01.** RESIGNATION / Notice – **Changed** “department” to “appointing authority” for clarification purposes.

**126.02** RESIGNATION / Rescission and Reinstatement – **Changed** “department” to “appointing authority” for clarification purposes.

**140.04b.** REDUCTION IN FORCE / Layoff by Position – **Removed** “or individuals”.

**140.05.** REDUCTION IN FORCE / Layoff Unit – **Changed** “department-wide” to “agency-wide”, **removed** “(subdivisions of an agency for layoff purposes)”, **added** “geographic, programmatic, or other identified subdivisions of an agency”, **added** “for layoff purposes, **added** “They” and **removed** “and”.

**140.06.** REDUCTION IN FORCE / Reduction of Hours Worked - **Removed** “or positions” and **changed** “i.e.” to “such as”.

**141.** CALCULATION OF RETENTION POINTS – **Added** “exemplary performance, .100 points; solid sustained performance, .07; achieves performance standards, .050; does not achieve performance standards, .0.” (Rule was originally changed in 2006 and added as a temporary rule.) **Removed** table and left information.

**141.03.** CALCULATION OF RETENTION POINTS / Qualified War Veterans (War Era) Preference – **Removed** “War and (War Era). **Removed** “satisfactory” and **added** “at a level that achieves performance standards”, and **added** “(Ref. Section 65-501, Idaho)”. (Rule was originally changed in 2006 and added as a temporary rule.)

**143.02** REDUCTION IN FORCE DETERMINATION AND NOTIFICATION / Calculation of Retention Points – **Updated** reference to rule.

**145.01.a.** USE OF REGISTERS WITH REEMPLOYMENT PREFERENCE / Priority for Reemployment by Agency That Conducted the Layoff – **Changed** “officially notified” to “given official, written notice” and **removed** “department”.

**145.01b.** USE OF REGISTERS WITH REEMPLOYMENT PREFERENCE / Priority for Reemployment by Agency That Conducted the Layoff - **Removed** “department or”.

**150.02c.** PROBATIONARY PERIODS / Voluntary probation – **Removed** “the probationary period negotiated” and added “an agreement”, **removed** “seeking inter-agency transfer, voluntary demotion, and/or reinstatement”, **changed** “hiring” to “appointing, **added** “for interagency employment actions such as reinstatement, transfer, or voluntary demotion. A voluntary probation is not to be used for employment actions within the agency”, **removed** “Voluntary probation agreements must be approved by the administrator and kept on file with the Division for the duration of the probationary period.”

**150.03.** PROBATIONARY PERIODS / Extension of Probationary Period – (For clarification purposes) **Changed from:** “Upon petition by an appointing authority that demonstrates good cause, the administrator may extend the probationary period of an employee for an additional specified period not to exceed one thousand forty (1,040) hours of credited state service. Petitions must be received by the administrator before an employee has worked one thousand forty (1,040) hours or two thousand eighty (2,080) hours for peace officers. (3-16-04)”

**To:** “Upon written request demonstrating good cause, the administrator may extend the probationary period of an employee for an additional specified period not to exceed one thousand forty (1,040) hours of credited state service. Extension must occur before an employee has worked one thousand forty (1,040) hours or two thousand eighty (2,080) hours for peace officers. (Ref. Section 67-5309(j), Idaho code).”

**150.04.** PROBATIONARY PERIODS / Interruption of Probationary Period – **Removed** “resignation”.

**150.05.** PROBATIONARY PERIODS / Acting and Temporary Service Credit – **Added** new rule “At the request of the hiring agency, the administrator will allow temporary and acting appointment service time in a given classification to be used toward fulfilling the entrance probationary requirement in that classification as established in Section 67-5309(j), Idaho Code. The temporary or acting appointment duties must be substantially the same as the regular permanent appointment. (Ref. Section 67-5309(x), Idaho Code, and Rules 150.01(1), 129 and 122).” (Rule was originally changed in 2006 and added as a temporary rule.)

**152.02.a.** SEPARATION DURING PROBATION / During Entrance and Voluntary Probation – **Added** “(Ref. Section 67-5309(j), Idaho Code, and Rule 210.04).”

**159.01.** STATUS AND TENURE / Probationary Promotions – **Updated** reference to Rules.

**169.02.** PROMOTIONS / Interdepartmental Promotions – **Changed** “Interdepartmental” to “interagency”.

**169.04.** PROMOTIONS / Promotion, In-Grade – **Removed from definitions and added as a rule.** **Added** “To reflect unique agency organization design, an agency may choose to request an internal competitive process to recognize the advancement of an employee with permanent status from a position which he or she occupies in one classification to a position in another classification having greater Hay points, more responsibility, or a unique specialty area, but within the same pay grade. With the approval of the administrator, an in-grade promotion will be treated in all regards as a promotion.”

**179.** DEMOTIONS – **Removed from definitions and combined with this rule.** **Added** “Demotions are reductions of an employee from a position which the employee occupies in one classification to a position in another classification in a lower pay grade.”

**190.01.** DISCIPLINARY ACTIONS / Cause for Disciplinary Actions or Separation from State Service – **Added** “the” and **added** “of a classified employee”.

**190.01b.** DISCIPLINARY ACTIONS / Cause for Disciplinary Actions or Separation From State Service – **Added** “or job performance that fails to meet established performance standards”.

**190.01f.** DISCIPLINARY ACTIONS / Cause for Disciplinary Actions or Separation From State Service – **Removed Intoxication from definitions and combined with this rule.** **Added** “or being under the influence of alcohol or the misuse of medications or controlled substances, while on duty”.

**190.01j.** DISCIPLINARY ACTIONS / Cause for Disciplinary Actions or Separation From State Service – **Removed** “an” and **added** “the employee’s”. (Rule was originally changed in 2006 and added as a temporary rule.)

**200.01.b.** PROBLEM- SOLVING AND DUE PROCESS PROCEDURES / Overview of Procedures – **Removed** “are” and **added** “may”. **Added** “be” and **changed** “appealable” to “appealed”.

**210.04** PERFORMANCE EVALUATIONS / Use of Evaluations – **Updated** Idaho code References. (Rule was originally changed in 2006 and added as a temporary rule.)

**210.05.** PERFORMANCE EVALUATIONS / Evaluation Schedule – **Updated** Idaho code References. (Rule was originally changed in 2006 and added as a temporary rule.)

**220.01a.** RECORDS / Employee Service Records – Removed “staff”. **Added** “(Ref. Section 67-5309(n), Idaho Code)”.

**220.04.** RECORDS / Transfers, Reemployment and Promotions between Departments – **Removed** “departments or”.

**230.01.** VACATION LEAVE / Eligibility – **Updated** references to Idaho Code. (Rule was originally changed in 2006 and added as a temporary rule.)

**230.04.** VACATION LEAVE / Interdepartmental Transfer – **Changed** “Interdepartmental” to “Interagency”.

**240.02.** SICK LEAVE / Interdepartmental Transfer – **Changed** “Interdepartmental” to “Interagency”.

**240.03.** SICK LEAVE / Reasons for Use – **Added** “or legal guardian”

**240.04.** SICK LEAVE / Medical, Dental, or Optical Appointments Leave (MDA) – **Removed this part** of rule.

**240.06.** SICK LEAVE / Donated Leave – **Updated** reference to Idaho Code. (Rule was originally changed in 2006 and added as a temporary rule.)

**241.02.** WORKERS COMPENSATION AND DISABILITY / Layoff after Six Months’ Disability – (Changed to match FMLA)

**Changed from:** Layoff after Six Months’ Disability. “If the employee becomes disabled, whether or not due to a workers compensation injury, and is unable to return to work after six (6) months’ absence or when accrued sick leave has been exhausted, whichever is longer, the employee’s position shall be declared vacant. The period of absence is not interrupted by the employee’s full return to work for less than two (2) consecutive work weeks. Return to work as part of a rehabilitation program does not interrupt the calculation of the period of absence.

a. The employee’s name shall be certified to a reemployment preference register when the administrator has been notified by the physician that the employee is able to return to work.

b. Conditional releases will be considered in accordance with the Americans with Disabilities Act”

**To:** Layoff after Twelve Weeks’ Disability. If the employee becomes disabled, whether or not due to a workers compensation injury, and is unable to return to work after twelve

(12) weeks absence or when accrued sick leave has been exhausted, whichever is longer, the employee's position shall be declared vacant unless otherwise prohibited by state or federal law. The employee's name shall be certified to a reemployment preference register when the administrator has been notified by the physician that the employee is able to return to work. (Ref. Rule 101.01)

a. If an employee is not eligible for the protections of the Family and Medical Leave Act (FMLA), the employee may only take a maximum of twelve (12) weeks absence due to their disability every twelve (12) month period. The period of absence for such an employee is not interrupted by the employee's full return to work for less than two (2) consecutive work weeks and return to work as part of a rehabilitation program does not interrupt the calculation of the period of absence.

b. Conditional releases will be considered in accordance with the Americans with Disabilities Act.

**243.03.** MATERNITY AND PATERNITY LEAVE / Additional Time Off – **Removed** “earned administrative leave”.

**250.01d.** SPECIAL LEAVES / Leave of Absence without Pay / Resignation - **Removed** “earned administrative leave” and **updated** references to Idaho Code. (Rule was originally changed in 2006 and added as a temporary rule.)

**250.02.** SPECIAL LEAVES / Leave of Absence to Assume a Nonclassified Position – **Removed this part of rule.**

**250.02. (new)** SPECIAL LEAVES / Leave Defaults – **Removed** “earned administrative leave” and **added** “and”.

**250.03.** SPECIAL LEAVES / Military Leave with Pay – (Rule was changed and added as a temp. rule in 2006 to reflect changes in Idaho Code.) **Removed** “who are directed by proper military authority to participate in ordered and authorized field training under the Nation Defense Act shall receive military leave with pay for a maximum fifteen (15) working days in any one (1) calendar year”. **Added** “engaged in military duty ordered or authorized under the provisions of law, shall be entitled each calendar year to fifteen (15) days of military leave of absence from their respective duties without loss of pay, credited state service or evaluation of performance”, **removed** “exclusive of”, **added** “separate from”, **removed** “and”, **added** “holiday”, **removed** “and”, and **added** “or”.

**250.05.** SPECIAL LEAVES / Administrative Leave with Pay – **Removed** “At the discretion of the appointing authority, an employee may be granted administrative leave with pay when such leave is in the best interest of the department”. **Added** “A period of absence from duty with the approval of the appointing authority, or as required or allowed by law or these rules, during which time the employee shall be compensated. Leaves of absence with pay have no adverse effect on the status of the employee and include the following leaves: vacation leaves, sick leave, special leave situations, and compensatory time off for overtime worked”.

**250.07.** SPECIAL LEAVES / Earned Administrative Leave – **Removed** this part of rule.

**250.08a.** SPECIAL LEAVES / Authorization – **Removed** “(Ref. Rule 250.06)”.

**250.08.b** SPECIAL LEAVES / Leave During Facility Closure or Inaccessibility / Compensation for extra hours worked – **Removed** this part of rule. (The information contained in this part of the rule is covered in the statewide policies.)

**250.08b. (new)** SPECIAL LEAVES / Leave During Facility Closure or Inaccessibility / Early Release – **Removed** “pursuant to Rule 250.11.a” and **removed** “(Ref. Rule 250.06)”.

**250.09.** SPECIAL LEAVES / Election Leave – **Removed** this part of rule.

**250.10.** SPECIAL LEAVES / Employee Assistance Program Leave – **Removed** “EAP leave shall be coded as MDA. (Ref. Rule 240.04)”.

**250.11.** SPECIAL LEAVES / Bone Marrow and Organ Donor Leave with Pay – **Added** new rule (Rule was originally changed in 2006 and added as a temporary rule.)  
“a. Approval. Upon request, a full time employee shall be granted five (5) work days’ leave with pay to serve as a bone marrow donor or thirty (30) work days’ leave with pay to serve as an organ donor. The employee must provide the appointing authority with written verification that the employee is the person serving as the donor. Paid leave as provided in this rule is limited to one-time bone marrow and one-time organ donor leave per employee. (Ref. Section 67-5343, Idaho Code).”  
“b. Use. An employee who is granted such leave of absence shall receive compensation without interruption during the leave period. For purposes of determining credited state service, pay advancement, performance awards and/or any benefit affected by a leave of absence, the service of the employee shall be considered uninterrupted by the paid leave of absence. (Ref. Section 67-5343, Idaho Code).”

**260.01** COMPENSABLE HOURS / Biweekly Employees - **Added** new rule (Rule was originally added as a temp. rule in 2006) “With the exception of holiday leave, no leave may be used if it will result in pay in excess of the employee’s regularly scheduled work week.”

**260.02.** COMPENSABLE HOURS / Ineligible Employees. **Added** new rule (Rule was originally added as a temp. rule in 2006) “Employees who are “executive” as defined by Section 67-5302(12), Idaho Code, are ineligible to earn or receive payment for hours worked or accrued beyond their regularly scheduled work week.”

**261.01.** HOURS WORKED / Hours in Performance of Job - (new) **Added** “Those hours actually spent in the performance of the employee’s job, excluding holidays, vacation, sick leave, or other approved leaves of absence, and excluding on-call time.”

**261.02** HOURS WORKED / Travel Time – (new) **Added** “Travel time shall be compensated pursuant to policy set forth by the Board of Examiners”.

**261.03** HOURS WORKED / Hours Outside of Regular Working Hours – (new) **Added** “Attendance at lectures, meetings, training programs, and similar activities outside of the employee’s regular working hours when attendance has been directed by the appointing authority or designee”.

**262.02.** OVERTIME / Compensation for Overtime – **Updated** references to Idaho Code. **Added** “Overtime does not include any time, such as traded time, occasional or sporadic work, which are excluded from the overtime calculation by federal law”. (Rule was originally changed in 2006 and added as a temporary rule.)

**272.** POLICY MAKING AUTHORITY – **Changed** “equally” to “fairly”. (Rule was originally changed in 2006 and added as a temporary rule.)

**273.** MINIMUM HUMAN RESOURCE POLICIES –**Removed** rule. (This rule is not addressed in Idaho Code and is covered in Statewide Policies.)